

BLOOD ALCOHOL REVIEW CHECKLIST

AGENCY CASE#: _____

ANALYST: _____

LAB #: _____

TECHNICAL REVIEWER: _____

DATE: _____

- ☐ QC done and dates recorded?
- ☐ Pertinent standard lot #'s listed?
- ☐ Data package is complete?
- ☐ Transcribed data and calculations verified?
- ☐ Calibration and control results are all within +/- 10% of the known values?
- ☐ Calibration line correlation factor is at least 0.99xx?
- ☐ Average error for components of the calibration line is less than 10%?
- ☐ Timing mix chromatogram demonstrates appropriate identification of components and separation from ethanol?
- ☐ Surrogate compound concentrations are all within 0.900 to 1.100 range?
- ☐ Statistical means of the continuing calibration check sample duplicate analysis are all within +/- 10% of the know value?
- ☐ Reported results are all means of two or more analysis
 1. In the event of QNS for 2 (two) analysis a notation must be made in the sample log and on the worksheet.
 2. In the event that more than 2 (two) results are used to determine the reported result a notation is made in the sample log and on the worksheet.

Comments: _____

ADMINISTRATIVE REVIEWER: _____

DATE: _____

- ☐ Agency Case # and Lab # match submission form?
- ☐ Submitting agency, investigator, suspect, CC match submission form?
- ☐ Chain of Custody is complete and dated appropriately?
- ☐ Are all pages numbered and initialed on the Examination Documents?
- ☐ Case number written on all pages of the case file (Either agency or lab #)?
- ☐ Is the exam end date documented in the paper case file consistent with the exam end date in LIMS?

Comments: _____

DIRECTOR/SUPERVISOR REVIEWER: _____

DATE: _____

- ☐ Does the report and associated paperwork meet administrative expectations?
- ☐ Have the appropriate technical and administrative reviews been complete?